

Flexible Employee Data Report_Indirect Value

ZHR_RPTPAN02

Change History

Update the following table as necessary when this document is changed:

Date	Name	Change Description
01/21/2007	Janet Pasion	Draft
02/02/2007	Lesa Terry	Edits
02/21/2007	Chylynn Hansel	SME Review & Approve

Purpose

Use this procedure to identify employees in the agency who do or do not have the Indirect Value indicator in the *Basic Pay* infotype (0008).

Trigger

Perform this procedure when identifying employees in the agency who do or do not have the Indirect Value indicator.

Prerequisites

- The employee must have a *Basic Pay* Infotype (0008) created.










Transaction Code

ZHR_RPTPAN02

Date	Procedure Update Log
02/21/2007	Created

Helpful Hints

The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description
Error 	Example:  Make an entry in all required fields. Action: Fix the problem(s) and then click  (Enter) to proceed.
Warning 	Example:  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. Action: If an action is required, perform the action. Otherwise, click  (Enter) to proceed.
Confirmation  or 	Example:  Save your entries. Action: Perform the required action to proceed.

Procedure

1. Start the transaction using the transaction code **ZHR_RPTPAN02**.

Flexible Employee Data Report



This report can also be used for searching for other criteria. (See the procedure [Flexible Employee Data](#))

2. In the Period section, complete/review the following fields:

Field Name	R/O/C	Description
Today	C	This selection option will run the report using the system date (current date).
Other keydate	C	This selection option will run the report using the specified values for the person and data selection period. Example: 02/28/2007 (The report will display data as of the date entered).

Flexible Employee Data Report

Program Edit Goto System Help

Flexible Employee Data Report

Further selections Search helps Sort order Org. structure

Key date

☒ Today

☐ Other keydate

Key Date

Selection

Personnel Number

Employment status

Personnel area

Data Limiter

Number of Employees 100

Additional data

Field selection

3. To add additional selection fields, click **Further selections** (Further selections). For this example, the Employment Status and Personnel Area will be added. For this report, the Employment Status and Personnel Area will be added. Based on these criteria, information will only display for Active employees in the specified Personnel Area.

3.1 Click **Employment status** (Employment status).

3.2 Click **Personnel area** (Personnel area).

Choose Selection Fields

Selection options

- Employment status
- Personnel area
- Personnel subarea
- Employee group
- Employee subgroup
- Payroll area
- Cost center
- Time recording administrator

Selection fields

- Personnel number

Selection: 1



There is no limit to the selections. Follow the steps below to add more fields.

- Once the selections have been made, click  (Choose) to move the selected fields over to the Selection fields column.

Choose Selection Fields

Selection options

- Employee subgroup
- Payroll area
- Cost center
- Time recording administrator
- Employment status
- Personnel area

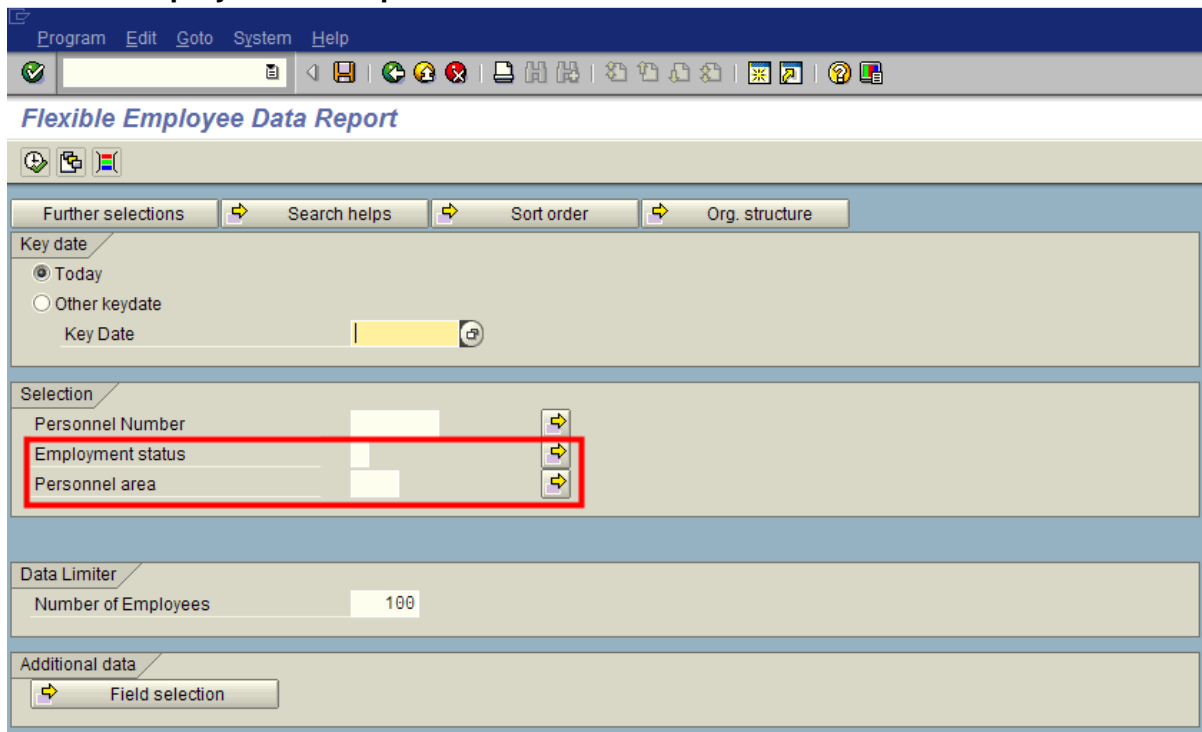
Selection fields

- Personnel number
- Personnel subarea
- Employee group

Selection: 3

5. Click  (Continue) to accept selections.

Flexible Employee Data Report

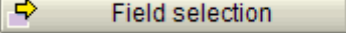



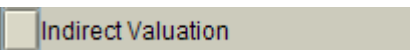

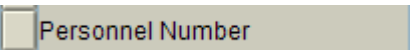
6. Complete the following fields:

Field Name	R/O/C	Description
Employment status	R	Describes the employee's employment status with the agency. Example: 3 (Active)
Personnel area	R	A specific agency/sub-agency in the State of Washington. Example: 1110 (Department of Personnel)

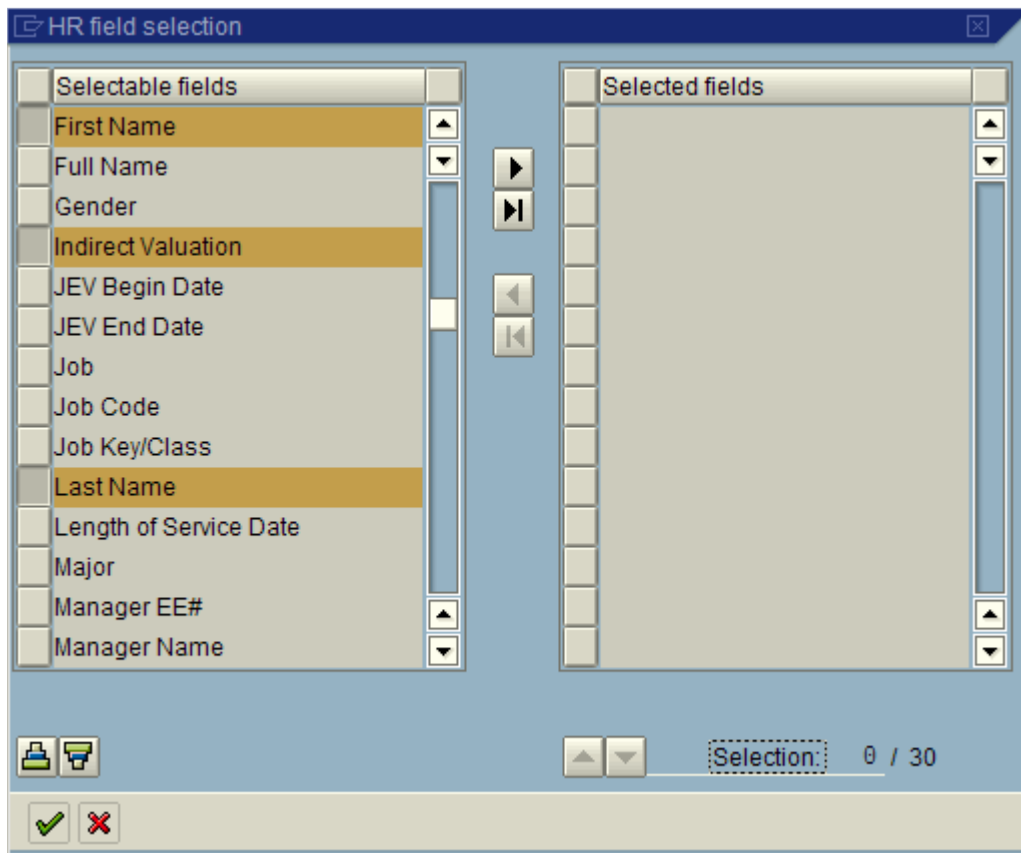
Flexible Employee Data Report

The screenshot shows the SAP 'Flexible Employee Data Report' interface. At the top is a menu bar with 'Program', 'Edit', 'Goto', 'System', and 'Help'. Below it is a toolbar with various icons. The main area is titled 'Flexible Employee Data Report' and contains several sections: 'Further selections' with buttons for 'Search helps', 'Sort order', and 'Org. structure'; 'Key date' with radio buttons for 'Today' (selected) and 'Other keydate', and a 'Key Date' input field; 'Selection' with input fields for 'Personnel Number', 'Employment status' (value: 3), and 'Personnel area' (value: 1110), each with a selection icon; 'Data Limiter' with a 'Number of Employees' input field (value: 100); and 'Additional data' with a 'Field selection' button.


7. In the Additional data section, click the  (Field selection) to include and display additional data on the report. For this report, the First Name, Last Name, Indirect Valuation and Personnel Number will be added.

- 7.1 Click  (First Name).
- 7.2 Click  (Indirect Valuation).
- 7.3 Click  (Last Name).
- 7.4 Click  (Personnel Number).

HR field selection



There is a maximum of 30 selections allowed. Follow the steps below to add more fields.

- 7.5** Once the selections have been made, click  (Choose) to move the highlighted fields to the Selected fields column.

HR field selection

HR field selection


Selectable fields

- Action
- Action Type
- Anniversary Date
- Annual Salary
- Appointment Date
- Branch/Region/Market ID
- Business Area
- Business Area Code
- Cadet Hire Date
- Capacity Utility Level
- Certificate
- Commission Date
- Commission Tenure Date
- Contract Type

Selected fields

- First Name
- Last Name
- Next Increase Date
- Personnel Number

Selection: 4 / 30


7.6 Click  (Continue) to accept selections.

Flexible Employee Data Report

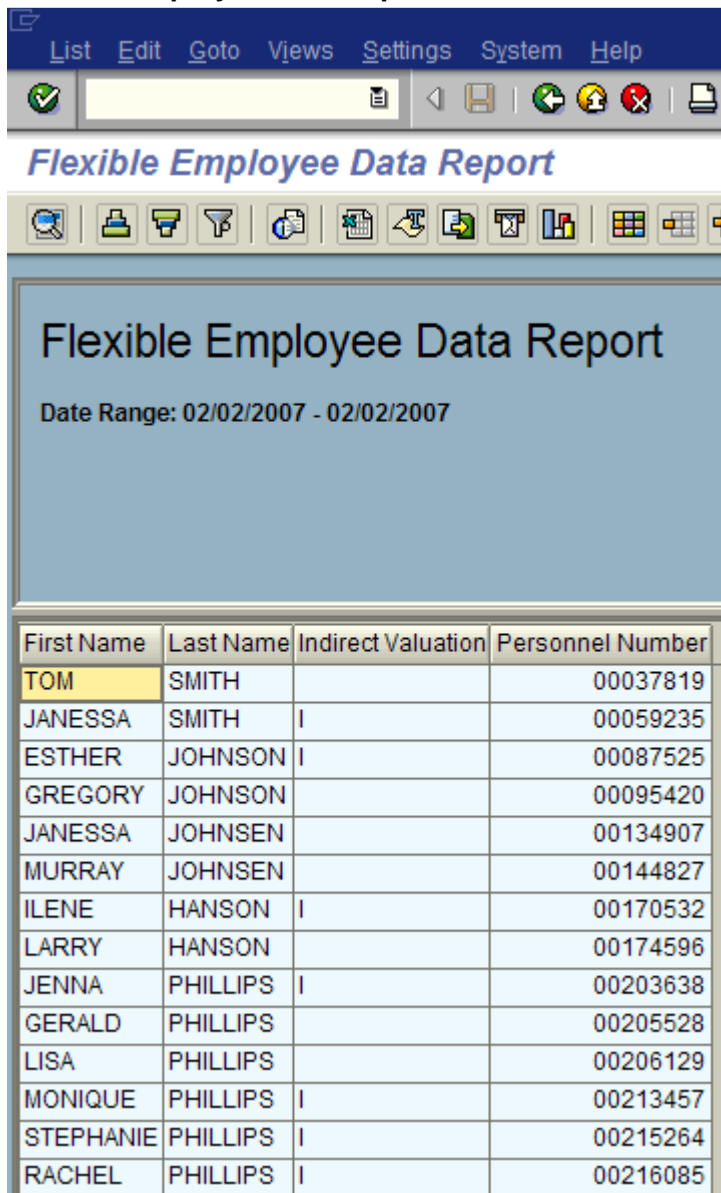
The screenshot shows the SAP 'Flexible Employee Data Report' interface. At the top is a menu bar with 'Program', 'Edit', 'Goto', 'System', and 'Help'. Below it is a toolbar with various icons. The main area is titled 'Flexible Employee Data Report' and contains several sections: 'Further selections' with buttons for 'Search helps', 'Sort order', and 'Org. structure'; 'Key date' with radio buttons for 'Today' (selected) and 'Other keydate', and a 'Key Date' input field; 'Selection' with input fields for 'Personnel Number', 'Employment status' (value 3), and 'Personnel area' (value 1110), each with a right arrow button; 'Data Limiter' with a 'Number of Employees' input field (value 100); and 'Additional data' with a 'Field selection' button that has a green box icon.



Notice the  **Field selection** (Field selection active) button now has a green box indicating the additional data entered for this field.

8. Click  (Execute) to execute the report.

Flexible Employee Data Report



First Name	Last Name	Indirect Valuation	Personnel Number
TOM	SMITH		00037819
JANESSA	SMITH	I	00059235
ESTHER	JOHNSON	I	00087525
GREGORY	JOHNSON		00095420
JANESSA	JOHNSEN		00134907
MURRAY	JOHNSEN		00144827
ILENE	HANSON	I	00170532
LARRY	HANSON		00174596
JENNA	PHILLIPS	I	00203638
GERALD	PHILLIPS		00205528
LISA	PHILLIPS		00206129
MONIQUE	PHILLIPS	I	00213457
STEPHANIE	PHILLIPS	I	00215264
RACHEL	PHILLIPS	I	00216085

9. You have completed this transaction.

Result

You have generated the report.

Comments



Report results can be exported to Microsoft Excel. See OLQR Job Aids A-Z, [General Reporting](#).